

Excel Basics: Definitions, Uses & Formulas

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What is Excel?

- ▶ Excel is a spreadsheet software developed by Monti Microsoft.
- ▶ Used for storing, organizing, and analyzing data
- ▶ Provides rows & columns to manage information
- ▶ Widely used in business, finance, education, and data analysis

Uses of Excel

- ▶ Excel is used for:
 - Data entry and management
 - Budgeting and financial analysis
 - Charts and data visualization
 - Mathematical and statistical analysis
 - Business reporting and dashboards

Basic Excel Formulas

- ▶ Some commonly used formulas/functions:
 - ▶ SUM(A1:A5) → Adds numbers in A1 to A5
 - ▶ AVERAGE(B1:B10) → Finds average value
 - ▶ MAX(C1:C8) → Returns largest number
 - ▶ MIN(C1:C8) → Returns smallest number
 - ▶ IF(D1>50, "Pass", "Fail") → Conditional result
 - ▶ VLOOKUP(ID, Table, Col, FALSE) → Finds value in a table
 - ▶ CONCAT(A1, B1) → Joins text from two cells

Conclusion

- ▶ Excel is a powerful tool for data handling and analysis.
- ▶ Learning formulas and features can improve productivity,
- ▶ help make better decisions, and save time.